



Administrative Policies and Procedures: 7.5

Subject:	Information Technology Projects
Authority:	TCA 37-5-105; 37-5-106
Standards:	None
Application:	To All Department of Children's Services Employees

Policy Statement:

Information technology **projects** will be proposed to, approved and monitored by the Department of Children's Services (DCS) Executive Core Leadership Team (CLT). The CLT may establish other teams as necessary to perform these functions for particular types of requests.

Purpose:

To ensure that:

- Department staff has a standard method to request information technology applications,
- Project Proposals are reviewed and approved by the CLT, and
- The DCS Budget Office identifies and approves funding sources for initial and operational costs of the project.

Procedures:

A. Preliminary project proposal	The requesting division will complete the Information Systems Preliminary Project Proposal (CS-0669) form for new information technology projects. The Office of Information Systems (OIS) will provide assistance as needed.
B. Enhancement to existing system	<ol style="list-style-type: none">1. Preliminary Project Proposals for enhancements to existing systems will be submitted via email to EI DCS Project Management Office.2. The Office of Information Systems (OIS) will review the proposal. Minor enhancements will be classified as system maintenance and will be developed and implemented as time and resources permit.3. Other enhancements will be routed back to the proposer and the procedure outlined in Section C (below) will be followed.

C. Other projects	<ol style="list-style-type: none"> 1. Preliminary Project Proposals for new systems or significant enhancements to existing systems will be submitted to the responsible Executive Director for review and approval. 2. The Executive Director of the proposing division will present the Preliminary Project Proposal to the CLT (or designated committee). If an immediate review is required, a special meeting may be called. Alternatively, the Executive Director of the proposing division may distribute the request to the CLT (or designated committee) via email. 3. The CLT (or designated committee) will consider the project's benefits and how it supports the Department's business. 4. Approved projects will be forwarded to OIS. 5. DCS OIS will work with the proposing division to develop a Project Proposal and Cost Benefit Analysis (if required) using the templates provided by the State's Office for Information Resources (OIR). 6. Project proposals and cost estimates will be presented to the Commissioner, Deputy Commissioners and Budget Director, who will consider the costs and benefits of the project to determine if it should be approved. Approved projects will be prioritized based on other active and pending technology projects. 7. OIS will submit approved Project Proposals to the State's Information Technology Assessment and Budget Committee (IT-ABC) for review and approval.
D. Project initiation and monitoring	<ol style="list-style-type: none"> 1. The Project Sponsor and OIS will initiate an approved project at the appropriate time. 2. OIS will provide the CLT and other interested parties with regular updates on the status of all approved technology projects.

Forms:	<u>CS-0669, Information Systems Preliminary Project Proposal</u>
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Collateral Documents:	<i>State of Tennessee Information Systems Planning Guidelines</i>
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Glossary:	
<i>Term</i>	<i>Definition</i>
<i>Project:</i>	A project in which computer hardware, software, and/or telecommunications are used to support or enhance a business process.